

**Policy on Campus Posting
Policy Number 50005.1**

Type of Policy: Administrative

Last Revised: August 31, 2024

Review Date: August 31, 2027

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Policy Statement: It is the policy of the State University of New York (SUNY) to ensure that recognized student organizations, College programs, departments, and units that want to share information about upcoming events and activities are able to do so through various means of communication, including flyers and posters.

Rationale: SUNY reserves the right to manage posting and advertising on its campuses in order to maintain an orderly and attractive venue, to make event information accessible to the campus community, and to ensure that events and programs that are advertised comply with institutional policies and procedures.

Applicability of the Policy: This policy sets forth the requirements for all student organizations, College programs, departments, and units recognized by SUNY Cobleskill that wish to post items on campus general-use bulletin boards. This policy does not apply to bulletin boards that are reserved for specific departments, offices, or organizations whereby posting generally requires permission of that group. This policy does not apply to residence halls or other College-managed housing, which are governed by SUNY Cobleskill – please refer to the Housing License for more information.

For policy on entities and individuals who wish to use SUNY Cobleskill facilities for other than approved college-sponsored academic, administrative, and extra-curricular activities, please refer to Use of Facilities by Third Parties for Free Speech.

Procedures:

Announcements, letters, bulletins, posters, flyers, postcards, sandwich boards, etc., promoting or describing an event, meeting, program, etc., must clearly indicate the sponsoring group/organization and phone number or email address of a contact person, including who students may contact for reasonable accommodations.

Posted items are to be posted only on general-use bulletin boards identified for this purpose.

Prohibited posting activities include without limitation: posting of promotional flyers or leaflets on doors, windows, trees, light poles, vehicles, bus stops, indoor and outdoor walls and in elevators; in any manner that would obstruct pedestrian or vehicle traffic; any event that violates the law and/or the SUNY Cobleskill code of conduct; chalking of buildings, sidewalks, or roadways; any promotional material not endorsed by a student organization, College program, department and/or unit;

Postings may not be placed over current/valid postings of organizations, and students are prohibited from removing or tearing down current/valid postings of other organizations. Multiple postings in the same location are prohibited.

Items posted that do not follow the policy guidelines will be removed. Repeated violations will result in a loss of posting privileges and possible disciplinary action.

Contacts:

Questions related to the daily operational interpretation of this policy should be directed to: Director of Student Leadership, Bouck Hall.

Related Documents / Policies:

[Use of Facilities by Third Parties for Free Speech](#)

Policy History:

Revision Date	Author/Owner	Description of Action
August 31, 2024	Dr. Anne Hopkins Gross	Adoption of policy